

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: September 23, 2014	DATE SUBMITTED: September 5, 2014
DEPARTMENT OF ORIGIN: Facility Services and Water Services	SUBMITTED BY: B. Ebner

MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE

AGENDA ITEM DESCRIPTION: Consider approving the first (1st) extension for three (3) separate blanket purchase orders (BPO) for an Annual Price Agreement for Electrical Supplies. If approved, the primary vendor will remain Crawford Electric with Dealers Electrical Supply and Elliott Electric serving as secondary vendors. The total of all three (3) blanket purchase orders will have a not to exceed amount of \$80,000.00.

SUMMARY STATEMENT: Four (4) sealed bid responses for electrical supplies were received and publicly opened on August 20, 2013, for an Annual Price Agreement for Electrical Supplies. The responding vendors were Crawford Electric, Dealers Electrical Supply, Elliott Electric, and KBS Electrical. All vendors are located in Bryan, Texas.

Bids were evaluated based on a firm bid discount percentage by category and manufacturer lines from each vendor. For bid evaluation purposes, these discounts were applied to a list of commonly used items consisting of eighty-six (86) items. Facility Services and Water Services utilize these blanket purchase orders for maintenance and repair of City facilities and equipment. Using three (3) vendors better ensures material and parts are obtained in a timely manner to complete the work needed.

Facility Services respectfully request the City Council approve the first extension of an Annual Price Agreement for purchase of electrical supplies with Crawford Electric (\$50,000), Dealers Electric Supply (\$15,000), and Elliott Electric (\$15,000), creating three (3) blanket purchase orders with a total not to exceed amount of \$80,000.00. KBS Electrical Distributors was unable to extend their pricing for lighting due to a manufacturer's price increase. Lights can be obtained from the next low bidder at an increase of less than 2%. This extension includes no increase to the original unit prices.

Historically, the City has spent the following for electrical supplies:

- FY2014: \$45,500.00 (projected)
- FY2013: \$47,054.03
- FY2012: \$65,643.60

The period of the proposed extensions is September 27, 2014, through and including September 26, 2015. These extensions are the first (1st) of three (3) possible extensions. Consequently, if these extensions are approved, the City of Bryan shall have the option of extending Price Agreements subject to approval of funding and review of the vendor performance for two (2) additional one (1) year terms.

STAFF ANALYSIS AND RECOMMENDATION: Facility Services and Water Services respectfully request the City Council approve this extension for three (3) separate blanket purchase orders (BPO) for the Annual Price

Agreement of Electrical Supplies. If approved, the grand total of all three (3) blanket purchase orders will have a not to exceed amount of \$80,000.00. A BPO is a not to exceed amount and as the historical figures indicate, the actual expenditure amounts have been significantly less than the BPO amount.

Extension of these Price Agreements ensures that City staff can obtain needed electrical supplies at firm discounted prices from all three (3) local vendors and return to the jobsite in a timely manner.

OPTIONS (In Suggested Order of Staff Preference):

- Approve extension
- Do not approve extension and provide direction to staff
- Re-bid (note: staff believe the proposed prices and discounts are competitive, and rebidding likely will not result in more favorable prices or discounts)

ATTACHMENTS:

1. August 20, 2013 Bid Tabulation (pdf document)
2. August 5, 2014 Extension Letters (pdf document)

FUNDING SOURCE: Water/Wastewater Fund and General Fund

APPROVALS: Hugh R. Walker, 09/05/2014

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 09-12-2014

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 09-15-2014

Revised 05/2013